



CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	RELEASE DATE:	Monday, July 27, 2009
POSITION TITLE:	Chief Learning Officer, Training and Professional Development	FINAL FILING DATE:	Thursday, August 20, 2009
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 9,828.00 / Month	BULLETIN ID:	07272009_1

POSITION DESCRIPTION

Note: Chief Deputy Administrator, Correctional Program, CEA applicants will be considered. Appointment to this classification will be pending appropriate Control Agency approval.

The monthly salary of \$7,815 - \$9,828 may include a pay differential. The amount of the differential is not subject to PERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential does become subject to PERS retirement provisions beginning the 13th month of consecutive employment.

Under the administrative direction of the Associate Director, Human Resources, the Chief Learning Officer, Training and Professional Development is responsible for the management of the Departmental Training Program.

Duties include, but are not limited to:

- Administering the training program by directing the development and implementation of training programs for all departmental staff. Responsible for determining policy, procedures, and priorities of the department's training programs, and acts as a top advisor to management on matters relating to training. Administering the training program for all staff; including the Basic Peace Officer Institute (BPOI), which provides training for all entry level Peace Officers hired by the Department. Serving as liaison on BPOI issues with the Division of Adult Institutions, Division of Adult Parole Operations, and the Division of Juvenile Justice; the Department's institutions; the Joint Apprenticeship Committee (JAC), Department Training Advisory Committee and the Correctional Standards Authority.
- Representing the Department in meetings with the Commission on Peace Officer Standards and Training, Chancellor's Office-Community Colleges, members of the Presley Institute, and other agencies to develop selection and training standards for all correctional personnel working in adult correctional systems.

- Reviewing and recommending to top management policies, procedures, and programs to improve services of the Departmental training program; providing consultation and advice to management in departmental training issues, including training associated with workforce succession plans; and directing the development and implementation of policy and procedures related to training services matters for departmental employees.
- Administering the Department's Training budget to ensure monies are spent in compliance with written policies and Executive Management direction in a cost-effective manner.
- Serving as liaison between the Department and the JAC to establish standards for the training of apprentices and for overall administration of the Apprenticeship Program.
- Participating in special projects, advisory councils, department-wide training activities and represent Departmental Training at Executive Staff meetings.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- Broad and extensive experience in leading, planning, organizing, and directing the work of multidisciplinary professional and administrative staff. Demonstrated experience in developing cooperative working relationships with representatives of all levels of government, divisional staff and other agencies. Experience in leading comprehensive programs, developing new training technologies, curriculum, professional development, and integrating activities of a diverse program related to training services, continuing education, learning programs, professional development, and succession planning.
- Leadership experience including establishing the vision for an organization, building consensus and trust internally and externally with stakeholders to make a compelling case for the vision, and taking effective action to realize the vision.
- Experience that demonstrates the ability to communicate effectively, both orally and in writing, and building relationships and cohesiveness with top level administrators, control agency executives, colleges and universities, stakeholders, legislators, management, and multi-disciplinary staff. Experience in public administration, personnel management, and supervision which

demonstrates the ability to motivate staff and manage large groups and knowledge of the manager's role in providing equal employment opportunity in the workplace. Experience that demonstrates the ability to interact with, take direction from, or serve as an effective advocate with a control agency, which may include a commission, and possibly serve as a commissioner or advisor to the commission.

- Overall understanding of rules and functions of the Department, including human resource policies and practices and California civil service laws and rules. Demonstrated experience in labor relations, grievance proceedings, and the employee disciplinary process.
- Experience in management of a large and complex budget including the principles, practices, and methods of fiscal accountability, e.g., preparation of expenditure projections; fiscal methodology associated with program development and reduction including support and capitol outlay budget change proposals; and creativity in utilization of fiscal resources (finding new resources, stretching existing resources, finding more efficient or less expensive ways to accomplish program goals).
- Possession of a college degree.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager II, Correctional Administrator, Department of Corrections, Parole Administrator I, Adult Parole, Program Administrator, Correctional School, or Youth Authority Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with legislators, local governmental jurisdictions, and community and civic leaders. Experience in the development and implementation of policies and procedures.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Learning Officer, Training and Professional Development**, with the **CORRECTIONS AND REHABILITATION, DEPARTMENT OF** . Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

FILING INSTRUCTIONS

Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA) examinations, for which he/she meets the minimum qualifications. Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of his/her DD214 with their Standard State Application (Form 678).

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length and no less than 12 font.

- Resumes do not take the place of the Statement of Qualifications.
- **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

Applications must be submitted by the final filing date to:

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , Office of Executive
Appointments
P.O. Box 942883, Sacramento, CA 94283-0001
Toni Dodds | (916) 322-9223 | toni.dodds@cdcr.ca.gov

ADDITIONAL INFORMATION

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the Office of Executive Appointments, 1515 S Street, Room 108-N, Sacramento, CA 95811.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>